

DCUSA Working Group FAQs

What is a DCUSA Working Group?

A DCUSA Working Group is established by the Panel to assist it in any of its duties. A common reason to establish a Working Group would be during the Definition procedure of a DCUSA Change Proposal.

Do DCUSA Working Groups work to Terms of Reference?

The Working Group will be subject to written Terms of Reference provided by the Panel. Working Groups are required to report back to the DCUSA Panel as to their progress on a regular basis.

If I volunteer for a Working Group, how many meetings do I need to attend?

This will vary. The first meeting should be held face to face unless classified as non-complex and any subsequent meetings can be held face to face or by teleconference. However, it should be noted that Working Groups often involve many meetings and involve complex issues. When volunteering for membership of a Working Group this should be noted, volunteers should be prepared to commit to attending as many of the meetings as possible and having the expertise to contribute on the issue. Meetings will usually start at 10.00am and may last until 4.00pm. The likely length of the meeting will be confirmed by the Secretary when the final agenda is published.

How are Working Group meetings convened?

The first meeting should be held face to face, unless the CP is considered by the Proposer, Chair or Panel as non-complex. Subsequent meetings can be held face to face or by teleconference/webinar as appropriate to the objectives of the meeting.

How is the membership of the Working Group made up?

A Working Group requires five members to be initially formed. An independent Working Group Chair will be appointed by the Secretariat. The Chair's role will be to chair meetings, facilitate discussions and establish a proposed way forward. The Chair shall act in accordance with the DCUSA Working Group Chair Guidelines. If fewer members attend a meeting, then the Working Group can continue, but only at the discretion of those members present. It is important therefore that you inform the Secretariat if you are unable to attend or you could attend by teleconference.

What experience do I need to become a Working Group member?

Working Group members should have sufficient expertise in the subject area discussed by the Working Group as to be able contribute fully to the debate.

Will I be expected to take actions away from Working Groups?

Yes. You need to be prepared to contribute fully to the Working Group including taking actions away. It is important that if you do have an action to complete that this is completed in the timescale agreed.

Can Working Group members claim expenses?

Yes, members are entitled to be reimbursed for reasonable travel expenses incurred in attending meetings. A claim form and guideline for submitting expenses can be found on the DCUSA website via the link below: http://www.dcusa.co.uk/SitePages/Documents/Guidance-and-Templates_Expenses.aspx

How do I become a Working Group member?

Membership of a Working Group is by nomination from parties or by invitation of the Panel.

What forms will I need to complete to become a Working Group member?

All members will be required to submit a membership letter confirming that they will act in accordance with Clause 7.33 of the DCUSA. This clause requires members to act independently, exercise reasonable skill and care, and to support the Working Group in its duties.

If I miss the first meeting of a Working Group, can I still join at a later date?

The Working Group Chair may at any time admit additional members at their discretion.

Is Ofgem represented at Working Group meetings?

The Authority may send a representative to any Working Group who may speak but may not vote on any decision to be made by the Working Group.

What if the company I work for is unhappy with views of a Working Group?

Working Group members should act as independent experts and not as representatives of their company or party. Individual companies will have the opportunity to state their views during consultation and voting stages.

Are there any particular duties expected of a Working Group that has been formed as part of DCUSA change proposal?

Yes, these Working Groups should pay particular attention to the following:

- The likely effects of the variation on the agreement
- Evaluating, developing and refining the proposed variation to the extent that it better facilitates the DCUSA Objectives
- Consulting with Parties on the proposal, including provision of sufficient information and explanation to allow Parties to fully respond to the consultation.
- Considering if the proposed variation better facilitates the DCUSA objectives than the current baseline.
- Consider if a charging methodology Change Proposal results in an impact on the Annual Review Pack (ARP)

If I have proposed a DCP do I need to be part of any subsequent Working Group?

It is expected that the proposer of a DCUSA Change Proposal, or their representative, shall attend the meetings of the Working Group established for the purposes of developing and refining that DCP.

What can I do if I believe that the solution supported by the Working Group is not the best solution?

The Working Group shall be responsible after considering any consultation responses provide a Change Report that includes a final version of the DCP. If at any time an individual Group member is unhappy with the final draft, they may offer an alternate version to be included in the final consultation in accordance with the process set out in Section 1C of the DCUSA.

What support should I give the Working Group Chair?

The Working Group and its members shall provide support to the Chair when drafting any documentation. The Chair is responsible for any work produced by the Working Group (i.e. Consultation documents and Change Reports).